

May 16, 2007

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER  
FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: RONALD W. HILL  
STATE CONTRACT PROCUREMENT SUPERVISOR

SUBJECT: ADDENDUM TO AWARD NOTICE/CONTRACT NO. 06-551-RH  
JANITORIAL SERVICES – FACILITIES MANAGEMENT - STATE USE  
COMMISSION – SET ASIDE- DHSS

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**ADDENDUM #3**

This addendum is issued to add additional janitorial services for the following DHSS buildings:

**Tri-Plex Building**

Total Square Footage	2,481
Carpet	2,192
VCT	107

**Lewis Building**

Total Square Footage 1 <sup>st</sup> Floor	12,379
Total Ceramic 1 <sup>st</sup> Floor	581
Carpet (Hallway)	3,284
Carpet (Office area)	8,514
VCT	1,120
 Total Square Footage 2 <sup>nd</sup> Floor	 12,988
Total Ceramic 2 <sup>nd</sup> Floor	337
Carpet (Hallway)	2,797
Carpet (Office area)	8,734
VCT	1,120

**Charles Debnam Buildin**

Total Square Footage 1 <sup>st</sup> Floor	7,200.6
Office Space	4,760.6
Hallway & Misc Space	2,440
Carpet	6,422.6
Ceramic	332
VCT	446

Total Square Footage 2 <sup>nd</sup> Floor	8,135.5
Office Space	6,205
Hallway & Misc Space	2,595.5
Carpet	7,141.5
VCT	665
Ceramic	329

**ARMS**

Total Square Footage	4,199
Carpet	3,959
Ceramic	240

**DTI**

Total Square Footage	7,131
Carpet	2,474
VCT	135
IRM Tiles	4,250

**IRM**

Total Square Footage	18,747
Carpet	15,796
Ceramic	487
VCT	883

**FERNHOOK**

Total Square Footage	4,224
Carpet	3,686
Ceramic	418
VCT	120

Attachment A

**DELAWARE HEALTH AND SOCIAL SERVICES**

**JANITORIAL SPECIFICATIONS\***

**All Areas**

Daily	Empty all trash Clean all restrooms Clean sinks, toilets & urinals Restock all paper and soap products Damp mop all floors Polish all chrome Remove all finger prints from walls, stalls, etc. Clean mirrors Drinking Fountains Clean all kitchens or kitchenettes (no dishes)
Every other day	Sweep and wet mop all tile floors Vacuum all carpeted areas Dust all furniture, ledges and sills Spot clean all doors and light switches Clean elevators
Weekly	High dusting (over 6 ') Vacuum all edging and corners Spray buff vinyl tile floors (restore as needed) Dust and sweep stairwells Polish cleared desk tops Sweep and damp mop all floors
Quarterly	Dust all paneled wall surfaces Wash all restroom walls Scrub all restroom floors Vacuum all vents and air difusers Polish wood furniture
Annually	Wash all trash cans (if needed)

\*as revised and initialed by Sandra Skelley and Mike Kersteter.

**Price per Square Foot = \$1.30**

**These cleaning specifications pertain to DHSS only**

All other terms and conditions remain the same.

If you have any questions, please contact me at 302-857-4554.

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